RARE BOOK AND MANUSCRIPT LIBRARY

1978-1979

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Rare Book Department----------Rudolph Ellenbogen

Manuscript Department---------Bernard R. Crystal

Bakhmeteff Archive------------Stephen Corrsin

Columbiana Library------------Paul R. Palmer

Introduction

The past year in the Rare Book and Manuscript Library has been notable for remarkably stable operation and uniform growth. The individuals occupying the various professional, secretarial and clerical positions have continued to develop their skills to meet the needs, not only of the ever-increasing academic demands made by our specialized readers, but also of the constantly developing rare book and manuscript research resources in numerous academic disciplines. Acquisitions, particularly in the area of gifts, remain at a high level, and, although we are aware of the constraints on future space, we also know through experience with faculty and graduate students that we are providing them, through our collecting policies and cataloging standards, with the research materials they need for their scholarly endeavors.

The year's program of the Friends, under the chairmanship of Gordon N. Ray, included: the fall dinner meeting on October 26 at which Schuyler Chapin spoke on "A Life in the Arts"; a reception on February 1 to open the exhibition, "From Picasso to Rauschenberg," a twenty-five year survey of acquisitions on the Albert Ulmann Fund; and the Bancroft Awards Dinner held in the Rotunda of Low Memorial Library on the evening of April 5. The membership of the Friends and the dues contributions continue to remain at encouragingly high levels. The annual financial statement of the organization is included as appendix II to this report.

The draft of the ten-year planning study has outlined the needs of the Rare Book and Manuscript Library for new and remodeled quarters for the various reading rooms and other facilities. Our plans for, and attitudes toward, the future development of the new quarters reflect the ways in which we envision change and growth in all areas, including scholarly use, the card catalog vs. a book or microform catalog, the scope of acquisitions, staffing pattern, public exhibitions, and outside support. Again it must be pointed out that Columbia is alone among the major academic institutions in this country in not providing facilities, both to researchers and donors, commensurate with resources, needs and public image.

I. Summary of the Year's Work

Collection Development and Maintenance

Gifts. The acquiring of books and manuscripts by gift is an important aspect of the role of the Rare Book and Manuscript Library in the academic community, for it enables us to add to existing collections and establish new collections in the areas of university study and research even though continuing funds for such acquisitions are not, and cannot, be budgeted. The role of the Friends in this area is paramount and accounts for more

than half of the total value of all gifts received by the Library. The 202 separate donations received during the year were valued at $412,280, of which the Friends' gifts totaled $221,299. The gifts comprised 6,921 volumes and 582,922 manuscript items. As in previous years, the major donations were recorded in "Our Growing Collections" in each issue of Columbia Library Columns, and among the most significant are: The Hon. W Averell Harriman's gift of the papers and correspondence for his book, Special Envoy to Churchill and Stalin; additions to the Spruille Braden Papers donated by William Braden; correspondence files and memorabilia of Frank Hogan donated by his widow; a collection of nearly 900 imprints of McLoughlin Brothers, 19th century publisher of illustrated books for young people, presented by Professor Frances Henne; a collection of 3,385 volumes covering all aspects of economic history presented by Arthur Holden; the bequest of Helen Macy including the volume of original drawings, entitled Liber Amicorum for G.M.; the editorial papers of the Columbia University Press; the important historical manuscript of "The Duke's Laws," dated March 1665, presented by Mrs. Charles B. Martin; the papers of Paul Lazarsfeld presented by his widow; a collection of imprints of the Foulis Press, Edinburgh, presented by Franklin Kissner; and an extensive collection of books inscribed to Manuel Komroff, presented by his widow. In addition to the gift of his papers, Dr. Robert Halsband donated $15,562 (through the University's pooled income fund) to establish the Ruth Alice and Robert Halsband Fund, the income from which after his death he has designated for the purchase of 18th century British literary materials.

Purchases. Reflecting inflation and higher prices for rare materials, fewer books and manuscripts were pruchased this year: 87 rare editions, 43 individual manuscripts and letters, and four collections of papers, including the correspondence and manuscripts of the late Professor Lionel Trilling, which was purchased from his estate by means of general University funds, the Bancroft Fund and the Duplicates Fund of the Rare Book and Manuscript Library. A detailed breakdown of purchases by Fund is given in Part III of this report.

Duplicates. The disposition of 198 duplicate volumes realized $7,391, primarily from sales at Swann Galleries, Inc. Funds generated by sales of unwanted duplicate volumes allowed the Library to make advantageous purchases of rare editions and manuscripts which were not possible through the use of the special endowed funds.

Exhibitions. The major exhibition, mounted in conjunction with the winter meeting of the Friends in the Rotunda of Low Memorial Library, honored the Albert Ulmann Fund, established and endowed by his daughter, Ruth Ulmann Samuel. Entitled "From Picasso to Rauschenberg" and on view in the Rotunda during the month of February, the exhibition featured important twentieth century illustrated books acquired on the Ulmann Fund during the past twenty years.

The annual program of public exhibitions on the third floor of Butler Library included the following exhibits:

The Centenary of John Masefield's Birth.
March 9 - September 11, 1978

Rarities for Research: Gifts 1978.
September 13 - December 8, 1978

Scuffy, Tootles and Other Creations by Tibor Gergely.
December 13, 1978 - March 5, 1979

Melville Cane at 100. March 9 - June 30, 1979.

In cooperation with other cultural institutions, we have lent books, manuscripts and art works to the following institutions for major exhibitions: the Museum of Art at the Rhode Island School of Design, Providence; the Cooper-Hewitt Museum, New York; the National Portrait Gallery at the Smithsonian Institution; the Supreme Court of the United States, Washington, D.C.; and the Grolier Club.

Administration

This year marked the first full year of operation of the Bakhmeteff Archive under the administration of the Rare Book and Manuscript Library. As will be seen from the curator's report below, the acquisitions, bibliographic control, reference and access service programs have continued to develop and function smoothly. Much processing and cataloging work remains to be done to bring the Archive up to the standards in effect for the Library's manuscript collections, and it is projected that such work, under the present staffing pattern, shall continue for the next several years until completed. The advice and assistance of Professor Marc Raeff, Chairman of the Administrative Committee of the Archive, has been particularly helpful during the transitional period, especially through his knowledge of the Russian emigré community, and in the acquisitions of additional papers and collections from individual donors.

Staffing and Training

The position of Curator of the Bakhmeteff Archive was added to the professional staff roster of the Library this year, and Mr. Stephen Corrsin, a graduate of the Library School at the University of Michigan and a candidate for the Ph.D. in Russian Studies at the same institution, was appointed to fill the position on September 1. His academic background, as well as his experience in archival work, has enabled the program of the Archive to proceed as planned during its transfer to the Libraries in 1977.

Physical Environment

While difficulties were experienced with the stack air-conditioning system during the first nine months of the year, the system appeared to stablize during the latter part of the year after the appointment of a new Butler Library engineer. Beginning in May the system was reconditioned, the coils and fans were cleaned, new filters installed, and the air flow was increased and balanced in all areas of the Rare Book and Manuscript Library stacks. Temperature and air flow have been relatively constant since the work was completed during the past month, and the system now begins to approach the preservation needs for rare books and manuscripts.

II. Future Prospects

The same problems remain with the Rare Book and Manuscript Library that have been enumerated and underscored in the past: the large number of uncataloged volumes held by the Library; and the inadequate and inappropriate reading room and processing facilities for both rare books and manuscripts (see the annual report for 1977/78, pp. 4-5, for a discussion of these problems). Since the addition of the Bakhmeteff Archive staff and collections a strain has been placed on space allocations, and we begin to see the end of available shelving space within the next two-three years. Inadequate funding for and staffing of an adequate preservation program is also a matter for considerable concern, as Mr. Ellenbogen points out below in his report.

As regards space needs, a proposal has been submitted for the removal of lockers on stack 15 and the cublicles on the north and south sides of the 9th floor, and the replacing of these with cabinets for the shelving of posters (by removing the lockers on stack 15), and the shelving of additional manuscripts and other non-book collections (by replacing the areas presently occupied by cubicles with shelving). These changes would increase the shelving area on stack 15 by approximately 25 percent. After these changes have been made, and within the next two years, it will be necessary to consider similar changes on the 8th floor in the north hallway between the Rare Book and Manuscript Library Office and the Manuscript Reading Room, in order to provide space for the expanding manuscript catalog and to relieve over-crowding in the Manuscript Reading Room.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control. This year a number of significant events affected bibliographic control in the Rare Book Department. For the first time a full-time Bibliographic Assistant was assigned to the Rare Book Cataloger. The Bibliographic Assistant began working for the department in September. During the late fall and during the early winter months the Avery Bibliographic Assistant was temporarily reassigned to work on the Rare Book backlog. However, the progress that was made by this staffing was disrupted at the end of March with the resignation of Nancy Barrelle, the Rare Book cataloger, and shortly thereafter, of the Bibliographic Assistant.

As mentioned in last year's annual report, the use of Bibliographic Assistants while increasing the number of volumes cataloged for the department does not necessarily free the Rare Book Cataloger for working on the earliest or most valuable books. An insignificant number of 16th century books were cataloged this year as the Rare Book Cataloger spent most of her time on problems or the overflow from the Bibliographic Assistant. This pattern should be watched over the coming year and a mechanism be worked out to overcome it should it continue.

During the best four months of the past year an average of 444 monographs were cataloged a month as compared with 334 for the best four months of the previous year. (These figures do not include those volumes cataloged for Columbiana and the Papyrus and Epigraphy Collections.) The increase in the number of books to be processed and the increased number of cards to be sorted and filed has put a great deal of strain on the staff in Rare Books who have been assigned these tasks. Considerable amount of General Assistant time was reassigned from other tasks to help the regular staff cope with the increased work load. Should production over twelve months be maintained at the above levels, it will be necessary to change the present staffing patterns.

This year also saw special projects in which duplicates from uncataloged collections were weeded. Several thousand volumes were removed from these collections, searched, and compared and then sent to the Teachers College Library and other departments. It was the large number of volumes that were withdrawn from these collections which account for the decline in arrearages.

The Rare Book collections have been increased this year by the addition of 7,834 books through purchase and gift (including those from Gifts and Exchange and those purchased with non-departmental funds). Our arrearages, after deducting 3,970 volumes cataloged (including transfers and 141 serials), 327 volumes added as second copies, 198 duplicates sold, and 9,862 volumes sent to other departments and the Teacher's College Library, now stands at 48,263 (compared

with 54,786 on June 30, 1978). There were 809 more books and serials cataloged than in 1977-78. It should be noted that the total number of volumes received was 3,864 more than the number cataloged, well above the number of books normally received and not retained by the Department. Even if the average monthly number of volumes cataloged was increased and maintained for a full year at a level of about 12.5 percent higher than the best four months of this year, the arrearages probably would not decline significantly.

BOOKS CATALOGED
(Does not include Columbiana or Papyrus and Epigraphy)

	Monographs	Serials	Total
1977-78	2,503	658	3,161
1978-79	3,829	141	3,970
Difference	+1,326	-517	+ 809

In other aspects of materials control, approximately 4,400 portraits were sorted, identified and recorded in the various portrait collections; a card file with approximately 4,000 names and subjects was created for the Dramatic Museum Subject file; several hundred items in the Smith collection which had not previously been recorded were searched and were recorded on piece-slips. The approximately 550 lithographs in Sun Chemical Corporation Lithography collection were deframed and put in acid free folders, inventoried according to the Fuchs and Lang catalog, and are now available for use by researchers.

Binding and preservation. Part of the Development Office's program of fund raising for the Center for Israel and Jewish studies included an attempt to solicit contributions for the preservation of Judaica at the University Libraries. The Rare Book Department made the following estimates for the Development Office: Of the approximately 1,200 printed Hebrew books housed in the department about twenty-five percent are in need of rebinding or repair; of the 500 volumes currently scheduled for transfer, approximately 300 of these are in need of preservation (and this number may double when the inventory is completed); of the circa 1,000 Hebrew manuscripts housed here approximately half are in urgent need of refurbishing (i.e. 250 manuscripts and manuscript fragments for cases, 150 volumes for slipcases, and 100 volumes for rebinding and restoring). While the magnitude of the preservation needs for the rest of the collections is not as great, probably 5-10 percent of the total collection is in need of some attention. From the statistics given below, it will become apparent that even the barest needs of the department are not being met in the area of preservation. As can be seen from the statistics, most materials needing attention are put in Gaylords which process is ony a temporary preservation solution.

Preservation and Binding

	1976-77	1977-78	1978-79
Commercial Binding			
Rare Materials	69	120	134
Other Materials	42	53	32
Columbia University Bindery			
Special Repairs	23	54	0*
Special Board Portfolios	136	102	55
Regular Portfolios	0	4	0
Pambinding	2	23	3
Rare Book Processing			
Gaylords	750	883	1,546
Lactating and Oiling	82	241	88

*Does not include Papyrus and Epigraphy

The above statistics reflect the dismal state of preservation activities in this department. Although much of the work must be done off premises, there is a large amount of work that could be done by an in-house technical assistant, skilled in doing repairs on rare materials such as repairing torn pages, tipping in loose sheets, recasing, lactating and oiling leather bindings, etc. It seems apparent that the Preservation Department, as it is now organized and staffed, while having personnel with the required skills, is unable to devote that personnel to the special problems and the work load required by this department.

Reference and Circulation: During the past year there were 3,702 reader visits; 8,313 books and 1,205 manuscripts were consulted in the reading room. These figures are about constant for the past several years. Lectures were given, as in past years to the incoming graduate students in the English department and SLS students. This year, for the first time, a member of the Rare Book staff lectured to Prof. Rosenthal's art history class on reference sources for the study of medieval manuscripts. Extensive reference aid was given to visitors from the Grolier club organizing an exhibit on Noah Webster; similar aid was given to a researcher from the Development Office for a forthcoming exhibit of Judaica from the Libraries. A considerable amount of time was spent by the professional staff on editing the catalog of the Typographic Library, which is now in the process of being filmed by Kraus-Thompson for book publication. The publication of this catalog will be a valuable reference tool for those working in the fields of printing history and the graphic arts. Planning and assistance also was given to Research Publications which will begin shortly to microfilm approximately 35 periodicals in the Epstean collection.

Manuscript Department

Bernard R. Crystal

Reference and Circulation Services. For the second consecutive year, use of the Manuscript Reading Room has been evenly distributed thoughout the year with the exception of traditionally busy days during the winter and spring holiday seasons and several days in June. The total number of reader visits, including users of the Bakhmeteff Archive, was 1,712, equal to last year's figure. About one-half of the users were from the Columbia community while the rest were visiting graduate students, faculty members and free-lance writers. No discernible research or readership trends were noticed.

1,408,687 manuscript items were circulated in the Manuscript Reading Room during the last year, excluding Bakhmeteff Archive materials (See Curator's report below). This figure is somewhat lower than last year's. Oral history memoir circulation increased four hundred volumes; 3,205 this year as compared to 2,843 last year.

With the appointment in September of a full-time curator for the Bakhmeteff Archive, formal reference and access services of the Archive began, the first such full-time service since the founding of the Archive at the Russian Institute 28 years ago. The Bakhmeteff Archive collections are serviced through the Manuscript Reading Room's circulation desk with little difficulty, and, in addition, the Curator has been fully integrated into the operations of the Manuscript Department allowing additional professional coverage.

The speed of our delivery and photocopying services remain high because of the effective and efficient performance of our full-time Clerical Assistant II, Pamela Wilkins, who keeps up with all demands for paging, reshelving and photocopying. We were able to provide same-day service for most of the 21,459 photocopies made for our readers last year.

Bibliographical Control. The Manuscript Department not only processed and cataloged current acquisitions but also was able to dip into the backlog of older collections which required various degrees of further refining in terms of arrangement, inventories, searching important autographs to be cataloged, and recataloging several collections to clear up ambiguities, incorrect attributions and other errors. 610,929 manuscripts items (excluding Bakhmeteff Archive) were added to the department's holdings by gift, purchase and transfer. This increased last year's holdings from 9,196,187 to 9,807,116. The addition of 27 separate and distinct manuscript and archival collections raised the 1977/1978 total from 869 to 896. The number of items processed this year, 965,760 manuscript items (excluding Bakhmeteff Archive), represents an increase of more than 180,000 items compared to last year's figure, 780,011. In addition, the number of individual letters, manuscripts and documents cataloged increased from last year's 6,544 to this year's 7,394 items.

Two examples of recataloging and refining the contents of older collections will be sufficient to indicate the type of work accomplished during the year. With the completion of the Hamilton Papers Publication Project, many partially identified or incorrectly attributed letters and manuscripts in the Alexander Hamilton Papers were recataloged, based on the Project's scholarly findings over the past 20 years. Also, after 40 years at Columbia, the David Eugene Smith Papers were finally processed, cataloged and listed in full; thus the voluminous files (ca. 60,000 items) in one of Columbia's greatest gifts is now under complete bibliographical control. A third project, preliminary survey and weeding of the School of Library Service records stored in Room C61 was completed after three years of intermittent work carried out in cooperation with the Assistant Dean, Carol Learmont. In the next year, we hope to start boxing and describing these important library service archives and transferring them to new space soon to be available on Stack 15. Another important project completed this year was the revision and expansion of the department's book manuscripts cataloging rules which present particular and unusual problems not previously covered by the regular manuscript cataloging rules.

The availability of staff time to work on backlogs is due again this year chiefly to the work load carried by the Clerical Assistant II position which has allowed other processors and catalogers to finish uncompleted collections. The entire staff has worked to full capacity during the past year and has worked together in a spirit of cooperation and amiability resulting in a cordial work atmosphere.

Our relationships with faculty, students and professional colleagues continued at a satisfying level this year. We were able to initiate beginning graduate students in the techniques of research and the use of manuscripts and archives both in group lectures to history seminars and on a one-to-one basis with individuals who came in to explore senior term paper and thesis topics. The students in the School of Library Service archives course also learned about manuscript library administration from us, as well as visiting colleagues who were interested in our approach to archival management.

The Bakhmeteff Archive

Stephen Corrsin

Bibliographical Control. The preliminary inventory of the entire Archive, begun in 1977, was completed in October 1978. We then began to organize and describe collections fully, proceeding in alphabetical order (only the most important and smallest collections are now being fully organized and described; others are placed in alphabetical sequence and briefly described, and will be processed more completely later). As of June 30, 1979, we had reached the letter I.

Among the major collections which have been fully or largely processed are: the correspondence and manuscripts of Mark Aldanov (1882-1957), emigré novelist; manuscripts and letters on the Russian Social Democrats before 1914, collected by Grigorii Aleksinskii (1879-1967), one-time associate of Lenin; correspondence of the Chekhov Publishing House with its authors in the early 1950s; papers of Semen Frank (1877-1950), philosopher and theologian; and the papers of John Hazard (b. 1909), professor of international law at Columbia, concerning such topics as his law studies in Moscow in the 1930s and his work with Lend Lease during World War II. Among the particularly significant, and apparently hitherto unknown, items which have been processed are 330 letters by Ivan Bunin (1870-1953), first Russian to win the Nobel Prize for Literature; and 74 letters and 3 manuscripts by the writer Vladimir Nabokov (1899-1977).

In all, from September 1978 through June 1979, approximately 158,000 manuscript and other items were processed; of these, 7,518 were fully cataloged. The curator spent most of his time processing collections, as well as working with visitors and readers, answering reference calls and letters, and supervising the work of the general assistants. These assistants -- Robert Scott, who left in December; Liza Knapp, who worked from January to May; John Winslow, who has worked since January; and Karol Klauder, who began work in June -- also spent most of their time in processing.

Acquisitions. Approximately 14,700 items, including manuscript materials, printed works, and photographs, were added to the Archive's holdings by means of gift or bequest. The following new collections were added: manuscripts and photographs relating to the mission of the American Relief Administration in Russia, 1921-23 (gift of heirs of William N. Haskell, Chief of the mission.) papers of Ignat Bilyj (d.1973), leader of the emigré Cossack nationalist movement (gift of V. G. Glaskov); records of the Coordinating Committee on Slavic and East European Library Resources (COCOSEERS), which worked to develop Slavic collections in American libraries in the 1960s (gift of Richard Logsdon); papers of Theodore Geshkoff (1892-1975), Bulgarian scholar; memoirs and letters of Albert Hinrichs (1899-1978), economist (gift of his widow); and memoirs by Walter Bingham and Logan Robinson on the theme of American lawyers in the Soviet Union.

Additions to existing collections included the following: papers of Petr Bark (1869-1937), Russian Minister of Finance during World War I; memoirs of Tamurbek Dawletschin (b. 1904), scholar of Soviet Central Asia and of Soviet law; John Hazard's class notes from the Moscow Juridical Institute in the 1930s; papers and photographs of Jacob Hoptner (1911-1974), American scholar of Yugoslav history (gift of his widow); materials for the collection of Prince Paul of Yugoslavia (1893-1976; via Mrs. Harriet Hoptner); papers of the Semenov-Tian-Shanskii family; papers of Thomas Day Thacher (1881-1950), who worked with the American Red Cross in Russia in 1917-18 (gift of his widow); records of the Union of Russian Lawyers in France (Ob" edinenie Russkikh Advokatov vo Frantsii); memoirs of Sergei Vaker (b. 189-) on World War I and the Russian Civil War; and books and periodicals of the Russian liberal politician Maksim Vinaver (1862-1926) (gift of his daughter, Dr. Valentina Cremer).

Reference and Circulation Services. From September 1, 1978, to June 30, 1979, 27 researchers used the Archive. They consulted approximately 39,655 manuscript and other items. The collection which received the heaviest use was that of Grigorii Aleksinskii; among the scholars who consulted this collection were William Edgerton of Indiana University and Jutta Scherrer of the University of Paris. Considerable work by the curator and his assistants was put into checking and correcting the Archive's entry in the guide to Russian Archival holdings in the United States prepared by the Kennan Institute for Advanced Russian Research, which shortly will be published.

As concerns outreach, in June of 1979 the curator spoke to a seminar in Russian manuscripts given by the Russian Practicum. Also, in September, 1979, it is planned that the curator will lecture on the archive and its holdings at the Russian Institute; this will presumably become an annual event for incoming students.

Recent publications based at least in part on the Archive's holdings include: Norman E. Saul, Sailors in Revolt: The Russian Baltic Fleet in 1917 (Lawrence, Kansas, 1978); and A. F. Zveers, "Pis'ma I.A. Bunina [Letters of Ivan Bunin]", in Novyi Zhurnal, nos. 132 & 134 (1978).

Professor Marc Raeff, head of the Archive's Administrative Committee, has been instrumental in the Archive's acquisition of several collections, and has also advised the curator on the credentials of European and American scholars who visited the Archive.

Future Plans. The main item on the Archive's agenda during 1979-80 will continue to be the processing of collections. We hope to finish the major collections by the end of 1980. After that, we will process collections which were passed over during the first year, and refine our work on already-processed collections.

Possible new areas for future acquisitions include members of the "third emigration" from the USSR of the 1970s; and the papers of American scholars of Slavic and Russian studies. It is also to be hoped that materials from the Archive's traditional sources of acquisitions -- the older generations of emigrants from the Soviet Union and Eastern Europe -- will continue to be acquired.

Columbiana Library

Paul R. Palmer

During 1978/79 the Columbiana Library has continued its afternoon schedule, Mondays through Fridays, 1 to 5 p.m.. The Librarian has given tours and lectures nearly every day of operation to local Columbia University students as well as to groups and individual visitors from nearly every state and from many foreign countries. One of the most interesting groups to visit the collection during the year was a delegation of thirty journalists and newspeople from the mainland People's Republic of China. This was a very intelligent, literate audience made up of mainland China's equivalents of Walter Cronkites and Barbara Walterses, and they did not hesitate to ask many questions about the history or Columbia, while they all took copious notes. Visitors such as these are always interested in the King's College Room. However, more people come to Columbiana to do serious research and writing on Columbia alumni, scholars, and history for papers, articles and books.

Collection development and maintenance: During the year, the librarian and his assistants added 22,900 clippings and pamphlets to the vertical files, and 642 photographs and slides to the collection. 329 books, 168 serials, and 18 scrapbooks were also added. Many fine books, medals, and mementoes, and a life-sized framed copy of an oil portrait of President Dwight D. Eisenhower were donated to the collection.

Reference and Circulation Services. 1,697 readers visited the Columbiana Library in 1978/79, compared with 1,651 in 1977/78. This is the number of registered visitors, and does not include faculty members, administrative officers or university personnel who are not required to register to use the collection, nor visitors who drop in to ask routine questions or who wish to look at the exhibitions. 1,406 reference questions were answered by the librarian during the year, and 248 reference letters were written answering inquiries from around the world. These figures do not include the questions received from and help given to such departments of the University as the offices of the President and Vice Presidents, the reference librarians, deans' offices of the various schools, the Office of Art Properties, the Alumni Office, and the Office of Public Information, all of whom make frequent inquiries and requests for data regarding the University and persons associated with it. The Librarian also gave frequent help to the editors and writers of campus publications such as Spectator, Columbia College Today, The Columbian, etc., supplying them with both information and help in finding suitable photographs and other graphic material for publication. A number of departments asked the Librarian for help and advice in selecting photographs or portraits to be reproduced and presented as gifts at ceremonies for departing officers of the University community. The Librarian assisted and advised various departments and libraries with the selection and loan of materials to be used for various projects and displays. Among these were displays by the Theatre Arts Department for its Bertolt Brecht and Edward Albee shows, the

Health Sciences Library, the Astronomy Department, the Physics Deparmment, the Law Library, the Graduate English Department, and the Artistic Properties Office's exhibit in the Rotunda of Low Library.

Library Operations and Administration. During the mornings, the librarian has worked in the Rare Book and Manuscript Library, cataloging the College papers, and processing Brander Matthews Dramatic Museum material. The Librarian has remained on the Executive Board of the Theatre Library Association which meets monthly at the Shubert Archives in the Lyceum Theatre or at the Library for the Performing Arts at Lincoln Center. The Ad Hoc Faculty Committees' readings for Faculty tenure continue to be held on reserve in the Columbiana Library, and the readings are heavily used by the senior faculty members in the various academic departments. The Librarian, with an assistant, spent a week clearing out the surplus material in Columbiana's basement storage room, preparing for the move of this facility to a new location in the basement of Low Library early in the new academic year.

Future Projects. The Librarian plans to continue to bring the records and holdings of various publications issued by Columbia University up-to-date. He also will continue to supervise the weeding and shelf-reading of the stack area of the library to bring order to these areas which were long neglected. Revision and correction of the department catalog and materials on file also continues to be high on the agenda of the librarian.

PART III - ADDITIONAL REPORTS

Friends of The Columbia Libraries

535 WEST 114 STREET, NEW YORK, NEW YORK 10027

FINANCIAL STATEMENT

July 1, 1978 - June 30, 1979

Income Account (0311-501-5763)

Balance:	June 30, 1978	$18,578
Income:	Dues contributions	23,667
	Dinner reservations	1,715
	Columns subscriptions and sales	1,053
	Masefield catalog sales	399
		$45,412

Operations Account (501-4080-5763)

Expenditures:	Friends Endowment Fund transfer (See Note)	10,000
	Stationery, supplies and misc	665
	Friends' meeting costs	3,889
	Columns (volume XXVI)	13,038
		$27,592

Balance on June 30, 1979 $17,820

Special Purpose Income:

Ruth Samuel gift (Ulmann Fund)	$ 2,000
Robert Halsband gift(Halsband Fund)	15,560
Special purchase gifts	1,870
	$19,432

NOTE: As of June 30, 1979, the principal of the Endowment Fund stands at $81,000.

Gifts in kind during 1978-1979 totaled $221,299, bringing the total value of gifts and contributions since the establishment of the association in 1951 to $2,837,349.

BOOK ORDER FUNDS
1978-79 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	39 $ 2,984.95	26 $ 6,320.86	3 $30,970.00		1 $ 250.00	$40,525.81
297	13 $ 2,863.83	8 $ 2,458.20	1 $ 5,000.00		2 $172.01	$10,494.04
299				4 $ 1,500.00		$ 1,500.00
425				1 $ 50.00	1 $ 196.54	$ 246.54
429		1 $ 450.00				$ 450.00
482	9 $ 6,885.80	1 $ 1,200.00				$ 8,085.80
483		1 $ 270.00				$ 270.00
484	13 $ 2,977.00					$ 2,977.00
490		1 $2,720.00				$ 2,720.00
497	9 $11,097.95					$11,097.95
533		2 $1,636.22	1 $ 233.47			$ 1,869.69
534	1 $ 198.73	1 $2,430.00			1 $2,122.45	$ 4,751.18
536	3 $ 1,650.00	1 $ 200.00				$ 1,850.00
	87	43	4	5	5	
TOTALS	$28,658.26	$17,685.28	$36,203.47	$1,550.00	$2,741.00	$86,838.01

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Columbiana Library------------Paul R. Palmer

Introduction

The past year in the Rare Book and Manuscript Library has been notable for remarkably stable operation and uniform growth. The individuals occupying the various professional, secretarial and clerical positions have continued to develop their skills to meet the needs, not only of the ever-increasing academic demands made by our specialized readers, but also of the constantly developing rare book and manuscript research resources in numerous academic disciplines. Acquisitions, particularly in the area of gifts, remain at a high level, and, although we are aware of the constraints on future space, we also know through experience with faculty and graduate students that we are providing them, through our collecting policies and cataloging standards, with the research materials they need for their scholarly endeavors.

The year's program of the Friends, under the chairmanship of Gordon N. Ray, included: the fall dinner meeting on October 26 at which Schuyler Chapin spoke on "A Life in the Arts"; a reception on February 1 to open the exhibition, "From Picasso to Rauschenberg," a twenty-five year survey of acquisitions on the Albert Ulmann Fund; and the Bancroft Awards Dinner held in the Rotunda of Low Memorial Library on the evening of April 5. The membership of the Friends and the dues contributions continue to remain at encouragingly high levels. The annual financial statement of the organization is included as appendix II to this report.

The draft of the ten-year planning study has outlined the needs of the Rare Book and Manuscript Library for new and remodeled quarters for the various reading rooms and other facilities. Our plans for, and attitudes toward, the future development of the new quarters reflect the ways in which we envision change and growth in all areas, including scholarly use, the card catalog vs. a book or microform catalog, the scope of acquisitions, staffing pattern, public exhibitions, and outside support. Again it must be pointed out that Columbia is alone among the major academic institutions in this country in not providing facilities, both to researchers and donors, commensurate with resources, needs and public image.

I. Summary of the Year's Work

Collection Development and Maintenance

Gifts. The acquiring of books and manuscripts by gift is an important aspect of the role of the Rare Book and Manuscript Library in the academic community, for it enables us to add to existing collections and establish new collections in the areas of university study and research even though continuing funds for such acquisitions are not, and cannot, be budgeted. The role of the Friends in this area is paramount and accounts for more

than half of the total value of all gifts received by the Library. The 202 separate donations received during the year were valued at $412,280, of which the Friends' gifts totaled $221,299. The gifts comprised 6,921 volumes and 582,922 manuscript items. As in previous years, the major donations were recorded in "Our Growing Collections" in each issue of Columbia Library Columns, and among the most significant are: The Hon. W Averell Harriman's gift of the papers and correspondence for his book, Special Envoy to Churchill and Stalin; additions to the Spruille Braden Papers donated by William Braden; correspondence files and memorabilia of Frank Hogan donated by his widow; a collection of nearly 900 imprints of McLoughlin Brothers, 19th century publisher of illustrated books for young people, presented by Professor Frances Henne; a collection of 3,385 volumes covering all aspects of economic history presented by Arthur Holden; the bequest of Helen Macy including the volume of original drawings, entitled Liber Amicorum for G.M.; the editorial papers of the Columbia University Press; the important historical manuscript of "The Duke's Laws," dated March 1665, presented by Mrs. Charles B. Martin; the papers of Paul Lazarsfeld presented by his widow; a collection of imprints of the Foulis Press, Edinburgh, presented by Franklin Kissner; and an extensive collection of books inscribed to Manuel Komroff, presented by his widow. In addition to the gift of his papers, Dr. Robert Halsband donated $15,562 (through the University's pooled income fund) to establish the Ruth Alice and Robert Halsband Fund, the income from which after his death he has designated for the purchase of 18th century British literary materials.

Purchases. Reflecting inflation and higher prices for rare materials, fewer books and manuscripts were pruchased this year: 87 rare editions, 43 individual manuscripts and letters, and four collections of papers, including the correspondence and manuscripts of the late Professor Lionel Trilling, which was purchased from his estate by means of general University funds, the Bancroft Fund and the Duplicates Fund of the Rare Book and Manuscript Library. A detailed breakdown of purchases by Fund is given in Part III of this report.

Duplicates. The disposition of 198 duplicate volumes realized $7,391, primarily from sales at Swann Galleries, Inc. Funds generated by sales of unwanted duplicate volumes allowed the Library to make advantageous purchases of rare editions and manuscripts which were not possible through the use of the special endowed funds.

Exhibitions. The major exhibition, mounted in conjunction with the winter meeting of the Friends in the Rotunda of Low Memorial Library, honored the Albert Ulmann Fund, established and endowed by his daughter, Ruth Ulmann Samuel. Entitled "From Picasso to Rauschenberg" and on view in the Rotunda during the month of February, the exhibition featured important twentieth century illustrated books acquired on the Ulmann Fund during the past twenty years.

The annual program of public exhibitions on the third floor of Butler Library included the following exhibits:

The Centenary of John Masefield's Birth.
March 9 - September 11, 1978

Rarities for Research: Gifts 1978.
September 13 - December 8, 1978

Scuffy, Tootles and Other Creations by Tibor Gergely.
December 13, 1978 - March 5, 1979

Melville Cane at 100. March 9 - June 30, 1979.

In cooperation with other cultural institutions, we have lent books, manuscripts and art works to the following institutions for major exhibitions: the Museum of Art at the Rhode Island School of Design, Providence; the Cooper-Hewitt Museum, New York; the National Portrait Gallery at the Smithsonian Institution; the Supreme Court of the United States, Washington, D.C.; and the Grolier Club.

Administration

This year marked the first full year of operation of the Bakhmeteff Archive under the administration of the Rare Book and Manuscript Library. As will be seen from the curator's report below, the acquisitions, bibliographic control, reference and access service programs have continued to develop and function smoothly. Much processing and cataloging work remains to be done to bring the Archive up to the standards in effect for the Library's manuscript collections, and it is projected that such work, under the present staffing pattern, shall continue for the next several years until completed. The advice and assistance of Professor Marc Raeff, Chairman of the Administrative Committee of the Archive, has been particularly helpful during the transitional period, especially through his knowledge of the Russian emigré community, and in the acquisitions of additional papers and collections from individual donors.

Staffing and Training

The position of Curator of the Bakhmeteff Archive was added to the professional staff roster of the Library this year, and Mr. Stephen Corrsin, a graduate of the Library School at the University of Michigan and a candidate for the Ph.D. in Russian Studies at the same institution, was appointed to fill the position on September 1. His academic background, as well as his experience in archival work, has enabled the program of the Archive to proceed as planned during its transfer to the Libraries in 1977.

Physical Environment

While difficulties were experienced with the stack air-conditioning system during the first nine months of the year, the system appeared to stablize during the latter part of the year after the appointment of a new Butler Library engineer. Beginning in May the system was reconditioned, the coils and fans were cleaned, new filters installed, and the air flow was increased and balanced in all areas of the Rare Book and Manuscript Library stacks. Temperature and air flow have been relatively constant since the work was completed during the past month, and the system now begins to approach the preservation needs for rare books and manuscripts.

II. Future Prospects

The same problems remain with the Rare Book and Manuscript Library that have been enumerated and underscored in the past: the large number of uncataloged volumes held by the Library; and the inadequate and inappropriate reading room and processing facilities for both rare books and manuscripts (see the annual report for 1977/78, pp. 4-5, for a discussion of these problems). Since the addition of the Bakhmeteff Archive staff and collections a strain has been placed on space allocations, and we begin to see the end of available shelving space within the next two-three years. Inadequate funding for and staffing of an adequate preservation program is also a matter for considerable concern, as Mr. Ellenbogen points out below in his report.

As regards space needs, a proposal has been submitted for the removal of lockers on stack 15 and the cublicles on the north and south sides of the 9th floor, and the replacing of these with cabinets for the shelving of posters (by removing the lockers on stack 15), and the shelving of additional manuscripts and other non-book collections (by replacing the areas presently occupied by cubicles with shelving). These changes would increase the shelving area on stack 15 by approximately 25 percent. After these changes have been made, and within the next two years, it will be necessary to consider similar changes on the 8th floor in the north hallway between the Rare Book and Manuscript Library Office and the Manuscript Reading Room, in order to provide space for the expanding manuscript catalog and to relieve over-crowding in the Manuscript Reading Room.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control. This year a number of significant events affected bibliographic control in the Rare Book Department. For the first time a full-time Bibliographic Assistant was assigned to the Rare Book Cataloger. The Bibliographic Assistant began working for the department in September. During the late fall and during the early winter months the Avery Bibliographic Assistant was temporarily reassigned to work on the Rare Book backlog. However, the progress that was made by this staffing was disrupted at the end of March with the resignation of Nancy Barrelle, the Rare Book cataloger, and shortly thereafter, of the Bibliographic Assistant.

As mentioned in last year's annual report, the use of Bibliographic Assistants while increasing the number of volumes cataloged for the department does not necessarily free the Rare Book Cataloger for working on the earliest or most valuable books. An insignificant number of 16th century books were cataloged this year as the Rare Book Cataloger spent most of her time on problems or the overflow from the Bibliographic Assistant. This pattern should be watched over the coming year and a mechanism be worked out to overcome it should it continue.

During the best four months of the past year an average of 444 monographs were cataloged a month as compared with 334 for the best four months of the previous year. (These figures do not include those volumes cataloged for Columbiana and the Papyrus and Epigraphy Collections.) The increase in the number of books to be processed and the increased number of cards to be sorted and filed has put a great deal of strain on the staff in Rare Books who have been assigned these tasks. Considerable amount of General Assistant time was reassigned from other tasks to help the regular staff cope with the increased work load. Should production over twelve months be maintained at the above levels, it will be necessary to change the present staffing patterns.

This year also saw special projects in which duplicates from uncataloged collections were weeded. Several thousand volumes were removed from these collections, searched, and compared and then sent to the Teachers College Library and other departments. It was the large number of volumes that were withdrawn from these collections which account for the decline in arrearages.

The Rare Book collections have been increased this year by the addition of 7,834 books through purchase and gift (including those from Gifts and Exchange and those purchased with non-departmental funds). Our arrearages, after deducting 3,970 volumes cataloged (including transfers and 141 serials), 327 volumes added as second copies, 198 duplicates sold, and 9,862 volumes sent to other departments and the Teacher's College Library, now stands at 48,263 (compared

with 54,786 on June 30, 1978). There were 809 more books and serials cataloged than in 1977-78. It should be noted that the total number of volumes received was 3,864 more than the number cataloged, well above the number of books normally received and not retained by the Department. Even if the average monthly number of volumes cataloged was increased and maintained for a full year at a level of about 12.5 percent higher than the best four months of this year, the arrearages probably would not decline significantly.

BOOKS CATALOGED
(Does not include Columbiana or Papyrus and Epigraphy)

	Monographs	Serials	Total
1977-78	2,503	658	3,161
1978-79	3,829	141	3,970
Difference	+1,326	-517	+ 809

In other aspects of materials control, approximately 4,400 portraits were sorted, identified and recorded in the various portrait collections; a card file with approximately 4,000 names and subjects was created for the Dramatic Museum Subject file; several hundred items in the Smith collection which had not previously been recorded were searched and were recorded on piece-slips. The approximately 550 lithographs in Sun Chemical Corporation Lithography collection were deframed and put in acid free folders, inventoried according to the Fuchs and Lang catalog, and are now available for use by researchers.

Binding and preservation. Part of the Development Office's program of fund raising for the Center for Israel and Jewish studies included an attempt to solicit contributions for the preservation of Judaica at the University Libraries. The Rare Book Department made the following estimates for the Development Office: Of the approximately 1,200 printed Hebrew books housed in the department about twenty-five percent are in need of rebinding or repair; of the 500 volumes currently scheduled for transfer, approximately 300 of these are in need of preservation (and this number may double when the inventory is completed); of the circa 1,000 Hebrew manuscripts housed here approximately half are in urgent need of refurbishing (i.e. 250 manuscripts and manuscript fragments for cases, 150 volumes for slipcases, and 100 volumes for rebinding and restoring). While the magnitude of the preservation needs for the rest of the collections is not as great, probably 5-10 percent of the total collection is in need of some attention. From the statistics given below, it will become apparent that even the barest needs of the department are not being met in the area of preservation. As can be seen from the statistics, most materials needing attention are put in Gaylords which process is ony a temporary preservation solution.

Preservation and Binding

	1976-77	1977-78	1978-79
Commercial Binding			
Rare Materials	69	120	134
Other Materials	42	53	32
Columbia University Bindery			
Special Repairs	23	54	0*
Special Board Portfolios	136	102	55
Regular Portfolios	0	4	0
Pambinding	2	23	3
Rare Book Processing			
Gaylords	750	883	1,546
Lactating and Oiling	82	241	88

*Does not include Papyrus and Epigraphy

The above statistics reflect the dismal state of preservation activities in this department. Although much of the work must be done off premises, there is a large amount of work that could be done by an in-house technical assistant, skilled in doing repairs on rare materials such as repairing torn pages, tipping in loose sheets, recasing, lactating and oiling leather bindings, etc. It seems apparent that the Preservation Department, as it is now organized and staffed, while having personnel with the required skills, is unable to devote that personnel to the special problems and the work load required by this department.

Reference and Circulation: During the past year there were 3,702 reader visits; 8,313 books and 1,205 manuscripts were consulted in the reading room. These figures are about constant for the past several years. Lectures were given, as in past years to the incoming graduate students in the English department and SLS students. This year, for the first time, a member of the Rare Book staff lectured to Prof. Rosenthal's art history class on reference sources for the study of medieval manuscripts. Extensive reference aid was given to visitors from the Grolier club organizing an exhibit on Noah Webster; similar aid was given to a researcher from the Development Office for a forthcoming exhibit of Judaica from the Libraries. A considerable amount of time was spent by the professional staff on editing the catalog of the Typographic Library, which is now in the process of being filmed by Kraus-Thompson for book publication. The publication of this catalog will be a valuable reference tool for those working in the fields of printing history and the graphic arts. Planning and assistance also was given to Research Publications which will begin shortly to microfilm approximately 35 periodicals in the Epstean collection.

Manuscript Department

Bernard R. Crystal

Reference and Circulation Services. For the second consecutive year, use of the Manuscript Reading Room has been evenly distributed thoughout the year with the exception of traditionally busy days during the winter and spring holiday seasons and several days in June. The total number of reader visits, including users of the Bakhmeteff Archive, was 1,712, equal to last year's figure. About one-half of the users were from the Columbia community while the rest were visiting graduate students, faculty members and free-lance writers. No discernible research or readership trends were noticed.

1,408,687 manuscript items were circulated in the Manuscript Reading Room during the last year, excluding Bakhmeteff Archive materials (See Curator's report below). This figure is somewhat lower than last year's. Oral history memoir circulation increased four hundred volumes; 3,205 this year as compared to 2,843 last year.

With the appointment in September of a full-time curator for the Bakhmeteff Archive, formal reference and access services of the Archive began, the first such full-time service since the founding of the Archive at the Russian Institute 28 years ago. The Bakhmeteff Archive collections are serviced through the Manuscript Reading Room's circulation desk with little difficulty, and, in addition, the Curator has been fully integrated into the operations of the Manuscript Department allowing additional professional coverage.

The speed of our delivery and photocopying services remain high because of the effective and efficient performance of our full-time Clerical Assistant II, Pamela Wilkins, who keeps up with all demands for paging, reshelving and photocopying. We were able to provide same-day service for most of the 21,459 photocopies made for our readers last year.

Bibliographical Control. The Manuscript Department not only processed and cataloged current acquisitions but also was able to dip into the backlog of older collections which required various degrees of further refining in terms of arrangement, inventories, searching important autographs to be cataloged, and recataloging several collections to clear up ambiguities, incorrect attributions and other errors. 610,929 manuscripts items (excluding Bakhmeteff Archive) were added to the department's holdings by gift, purchase and transfer. This increased last year's holdings from 9,196,187 to 9,807,116. The addition of 27 separate and distinct manuscript and archival collections raised the 1977/1978 total from 869 to 896. The number of items processed this year, 965,760 manuscript items (excluding Bakhmeteff Archive), represents an increase of more than 180,000 items compared to last year's figure, 780,011. In addition, the number of individual letters, manuscripts and documents cataloged increased from last year's 6,544 to this year's 7,394 items.

Two examples of recataloging and refining the contents of older collections will be sufficient to indicate the type of work accomplished during the year. With the completion of the Hamilton Papers Publication Project, many partially identified or incorrectly attributed letters and manuscripts in the Alexander Hamilton Papers were recataloged, based on the Project's scholarly findings over the past 20 years. Also, after 40 years at Columbia, the David Eugene Smith Papers were finally processed, cataloged and listed in full; thus the voluminous files (ca. 60,000 items) in one of Columbia's greatest gifts is now under complete bibliographical control. A third project, preliminary survey and weeding of the School of Library Service records stored in Room C61 was completed after three years of intermittent work carried out in cooperation with the Assistant Dean, Carol Learmont. In the next year, we hope to start boxing and describing these important library service archives and transferring them to new space soon to be available on Stack 15. Another important project completed this year was the revision and expansion of the department's book manuscripts cataloging rules which present particular and unusual problems not previously covered by the regular manuscript cataloging rules.

The availability of staff time to work on backlogs is due again this year chiefly to the work load carried by the Clerical Assistant II position which has allowed other processors and catalogers to finish uncompleted collections. The entire staff has worked to full capacity during the past year and has worked together in a spirit of cooperation and amiability resulting in a cordial work atmosphere.

Our relationships with faculty, students and professional colleagues continued at a satisfying level this year. We were able to initiate beginning graduate students in the techniques of research and the use of manuscripts and archives both in group lectures to history seminars and on a one-to-one basis with individuals who came in to explore senior term paper and thesis topics. The students in the School of Library Service archives course also learned about manuscript library administration from us, as well as visiting colleagues who were interested in our approach to archival management.

The Bakhmeteff Archive

Stephen Corrsin

Bibliographical Control. The preliminary inventory of the entire Archive, begun in 1977, was completed in October 1978. We then began to organize and describe collections fully, proceeding in alphabetical order (only the most important and smallest collections are now being fully organized and described; others are placed in alphabetical sequence and briefly described, and will be processed more completely later). As of June 30, 1979, we had reached the letter I.

Among the major collections which have been fully or largely processed are: the correspondence and manuscripts of Mark Aldanov (1882-1957), emigré novelist; manuscripts and letters on the Russian Social Democrats before 1914, collected by Grigorii Aleksinskii (1879-1967), one-time associate of Lenin; correspondence of the Chekhov Publishing House with its authors in the early 1950s; papers of Semen Frank (1877-1950), philosopher and theologian; and the papers of John Hazard (b. 1909), professor of international law at Columbia, concerning such topics as his law studies in Moscow in the 1930s and his work with Lend Lease during World War II. Among the particularly significant, and apparently hitherto unknown, items which have been processed are 330 letters by Ivan Bunin (1870-1953), first Russian to win the Nobel Prize for Literature; and 74 letters and 3 manuscripts by the writer Vladimir Nabokov (1899-1977).

In all, from September 1978 through June 1979, approximately 158,000 manuscript and other items were processed; of these, 7,518 were fully cataloged. The curator spent most of his time processing collections, as well as working with visitors and readers, answering reference calls and letters, and supervising the work of the general assistants. These assistants -- Robert Scott, who left in December; Liza Knapp, who worked from January to May; John Winslow, who has worked since January; and Karol Klauder, who began work in June -- also spent most of their time in processing.

Acquisitions. Approximately 14,700 items, including manuscript materials, printed works, and photographs, were added to the Archive's holdings by means of gift or bequest. The following new collections were added: manuscripts and photographs relating to the mission of the American Relief Administration in Russia, 1921-23 (gift of heirs of William N. Haskell, Chief of the mission.) papers of Ignat Bilyj (d.1973), leader of the emigré Cossack nationalist movement (gift of V. G. Glaskov); records of the Coordinating Committee on Slavic and East European Library Resources (COCOSEERS), which worked to develop Slavic collections in American libraries in the 1960s (gift of Richard Logsdon); papers of Theodore Geshkoff (1892-1975), Bulgarian scholar; memoirs and letters of Albert Hinrichs (1899-1978), economist (gift of his widow); and memoirs by Walter Bingham and Logan Robinson on the theme of American lawyers in the Soviet Union.

Additions to existing collections included the following: papers of Petr Bark (1869-1937), Russian Minister of Finance during World War I; memoirs of Tamurbek Dawletschin (b. 1904), scholar of Soviet Central Asia and of Soviet law; John Hazard's class notes from the Moscow Juridical Institute in the 1930s; papers and photographs of Jacob Hoptner (1911-1974), American scholar of Yugoslav history (gift of his widow); materials for the collection of Prince Paul of Yugoslavia (1893-1976; via Mrs. Harriet Hoptner); papers of the Semenov-Tian-Shanskii family; papers of Thomas Day Thacher (1881-1950), who worked with the American Red Cross in Russia in 1917-18 (gift of his widow); records of the Union of Russian Lawyers in France (Ob" edinenie Russkikh Advokatov vo Frantsii); memoirs of Sergei Vaker (b. 189-) on World War I and the Russian Civil War; and books and periodicals of the Russian liberal politician Maksim Vinaver (1862-1926) (gift of his daughter, Dr. Valentina Cremer).

Reference and Circulation Services. From September 1, 1978, to June 30, 1979, 27 researchers used the Archive. They consulted approximately 39,655 manuscript and other items. The collection which received the heaviest use was that of Grigorii Aleksinskii; among the scholars who consulted this collection were William Edgerton of Indiana University and Jutta Scherrer of the University of Paris. Considerable work by the curator and his assistants was put into checking and correcting the Archive's entry in the guide to Russian Archival holdings in the United States prepared by the Kennan Institute for Advanced Russian Research, which shortly will be published.

As concerns outreach, in June of 1979 the curator spoke to a seminar in Russian manuscripts given by the Russian Practicum. Also, in September, 1979, it is planned that the curator will lecture on the archive and its holdings at the Russian Institute; this will presumably become an annual event for incoming students.

Recent publications based at least in part on the Archive's holdings include: Norman E. Saul, Sailors in Revolt: The Russian Baltic Fleet in 1917 (Lawrence, Kansas, 1978); and A. F. Zveers, "Pis'ma I.A. Bunina [Letters of Ivan Bunin]", in Novyi Zhurnal, nos. 132 & 134 (1978).

Professor Marc Raeff, head of the Archive's Administrative Committee, has been instrumental in the Archive's acquisition of several collections, and has also advised the curator on the credentials of European and American scholars who visited the Archive.

Future Plans. The main item on the Archive's agenda during 1979-80 will continue to be the processing of collections. We hope to finish the major collections by the end of 1980. After that, we will process collections which were passed over during the first year, and refine our work on already-processed collections.

Possible new areas for future acquisitions include members of the "third emigration" from the USSR of the 1970s; and the papers of American scholars of Slavic and Russian studies. It is also to be hoped that materials from the Archive's traditional sources of acquisitions -- the older generations of emigrants from the Soviet Union and Eastern Europe -- will continue to be acquired.

Columbiana Library

Paul R. Palmer

During 1978/79 the Columbiana Library has continued its afternoon schedule, Mondays through Fridays, 1 to 5 p.m.. The Librarian has given tours and lectures nearly every day of operation to local Columbia University students as well as to groups and individual visitors from nearly every state and from many foreign countries. One of the most interesting groups to visit the collection during the year was a delegation of thirty journalists and newspeople from the mainland People's Republic of China. This was a very intelligent, literate audience made up of mainland China's equivalents of Walter Cronkites and Barbara Walterses, and they did not hesitate to ask many questions about the history or Columbia, while they all took copious notes. Visitors such as these are always interested in the King's College Room. However, more people come to Columbiana to do serious research and writing on Columbia alumni, scholars, and history for papers, articles and books.

Collection development and maintenance: During the year, the librarian and his assistants added 22,900 clippings and pamphlets to the vertical files, and 642 photographs and slides to the collection. 329 books, 168 serials, and 18 scrapbooks were also added. Many fine books, medals, and mementoes, and a life-sized framed copy of an oil portrait of President Dwight D. Eisenhower were donated to the collection.

Reference and Circulation Services. 1,697 readers visited the Columbiana Library in 1978/79, compared with 1,651 in 1977/78. This is the number of registered visitors, and does not include faculty members, administrative officers or university personnel who are not required to register to use the collection, nor visitors who drop in to ask routine questions or who wish to look at the exhibitions. 1,406 reference questions were answered by the librarian during the year, and 248 reference letters were written answering inquiries from around the world. These figures do not include the questions received from and help given to such departments of the University as the offices of the President and Vice Presidents, the reference librarians, deans' offices of the various schools, the Office of Art Properties, the Alumni Office, and the Office of Public Information, all of whom make frequent inquiries and requests for data regarding the University and persons associated with it. The Librarian also gave frequent help to the editors and writers of campus publications such as Spectator, Columbia College Today, The Columbian, etc., supplying them with both information and help in finding suitable photographs and other graphic material for publication. A number of departments asked the Librarian for help and advice in selecting photographs or portraits to be reproduced and presented as gifts at ceremonies for departing officers of the University community. The Librarian assisted and advised various departments and libraries with the selection and loan of materials to be used for various projects and displays. Among these were displays by the Theatre Arts Department for its Bertolt Brecht and Edward Albee shows, the

Health Sciences Library, the Astronomy Department, the Physics Deparmment, the Law Library, the Graduate English Department, and the Artistic Properties Office's exhibit in the Rotunda of Low Library.

Library Operations and Administration. During the mornings, the librarian has worked in the Rare Book and Manuscript Library, cataloging the College papers, and processing Brander Matthews Dramatic Museum material. The Librarian has remained on the Executive Board of the Theatre Library Association which meets monthly at the Shubert Archives in the Lyceum Theatre or at the Library for the Performing Arts at Lincoln Center. The Ad Hoc Faculty Committees' readings for Faculty tenure continue to be held on reserve in the Columbiana Library, and the readings are heavily used by the senior faculty members in the various academic departments. The Librarian, with an assistant, spent a week clearing out the surplus material in Columbiana's basement storage room, preparing for the move of this facility to a new location in the basement of Low Library early in the new academic year.

Future Projects. The Librarian plans to continue to bring the records and holdings of various publications issued by Columbia University up-to-date. He also will continue to supervise the weeding and shelf-reading of the stack area of the library to bring order to these areas which were long neglected. Revision and correction of the department catalog and materials on file also continues to be high on the agenda of the librarian.

PART III - ADDITIONAL REPORTS

Friends of The Columbia Libraries

535 WEST 114 STREET, NEW YORK, NEW YORK 10027

FINANCIAL STATEMENT

July 1, 1978 - June 30, 1979

Income Account (0311-501-5763)

Balance:	June 30, 1978	$13,578
Income:	Dues contributions	23,667
	Dinner reservations	1,715
	Columns subscriptions and sales	1,053
	Masefield catalog sales	399
		$45,412

Operations Account (501-4080-5763)

Expenditures:	Friends Endowment Fund transfer (See Note)	10,000
	Stationery, supplies and misc	665
	Friends' meeting costs	3,889
	Columns (volume XXVI)	13,038
		$27,592

Balance on June 30, 1979 $17,820

Special Purpose Income:

Ruth Samuel gift (Ulmann Fund)	$ 2,000
Robert Halsband gift(Halsband Fund)	15,560
Special purchase gifts	1,870
	$19,432

NOTE: As of June 30, 1979, the principal of the Endowment Fund stands at $81,000.

Gifts in kind during 1978-1979 totaled $221,299, bringing the total value of gifts and contributions since the establishment of the association in 1951 to $2,837,349.

BOOK ORDER FUNDS
1978-79 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	39 $ 2,984.95	26 $ 6,320.86	3 $30,970.00		1 $ 250.00	$40,525.81
297	13 $ 2,863.83	8 $ 2,458.20	1 $ 5,000.00		2 $172.01	$10,494.04
299				4 $ 1,500.00		$ 1,500.00
425				1 $ 50.00	1 $ 196.54	$ 246.54
429		1 $ 450.00				$ 450.00
482	9 $ 6,885.80	1 $ 1,200.00				$ 8,085.80
483		1 $ 270.00				$ 270.00
484	13 $ 2,977.00					$ 2,977.00
490		1 $2,720.00				$ 2,720.00
497	9 $11,097.95					$11,097.95
533		2 $1,636.22	1 $ 233.47			$ 1,869.69
534	1 $ 198.73	1 $2,430.00			1 $2,122.45	$ 4,751.18
536	3 $ 1,650.00	1 $ 200.00				$ 1,850.00
	87	43	4	5	5	
TOTALS	$28,658.26	$17,685.28	$36,203.47	$1,550.00	$2,741.00	$86,838.01

UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date October 9, 1979

To Distribution Lists 1 and 2

Subject Summary Sheet, Statistics for the Year Ending June 30, 1979

On the Summary Sheet, CUL Statistics for the Year Ending June 30, 1979 (October 3), please note the following correction:

Under the heading Expenditures, the figure for Books, Journals and Materials should read:

2,163,221

A corrected copy of this sheet is enclosed.

Sincerely yours,

Eleanor Mefford

Eleanor Mefford
Secretary to the University Librarian

Encl.

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1979

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	4,924,469
Serials titles received	57,388
Microfilms (reels)	120,763
Microtext (physical units, excluding microfilms)	1,860,760
Total microform units	1,981,523

Processing

Volumes added to collections (gross)	116,343
Volumes withdrawn from collections	24,565
Volumes added to collections (net)	91,778
Periodical titles added (gross)	1,138
Other serial titles added (gross)	364
Serial and periodical titles discontinued	3,011
Volumes bound (commercial only)	48,775
Catalog cards produced	698,830

*Includes several professional positions other than librarians

Staff (Budgeted Figures)

Number of professional staff (FTE)*	140
Full-time supporting and regular part-time supporting and supervisory staff (FTE)	277
Students and other hourly workers as FTE	98
Total FTE	515

Circulation

Loans to individuals	1,188,536
Loans to Columbia libraries	45,668
Loans to non-Columbia libraries, including affiliates	14,624
Total circulation	1,248,828

Expenditures

Salaries and wages	$5,555,251
Fringe benefits	1,222,155
Books, journals, and materials	2,163,221
Binding (commercial only)	210,454
Other (including office supplies, equipment, and computing costs)	772,459
Total expenditures	$9,923,540

October 3, 1979

Kenneth Lohf
801 Butler Library

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

LOANS TO INDIVIDUALS

July 1, 1978 - June 30, 1979

HUMANISTIC AND HISTORICAL STUDIES DIVISION			
Butler Library (Central Stacks)		187,229	
Instructional Library:			
Burgess Carpenter	57,463		
College	172,218		
Philosophy	4,894		
Total		234,575	
Library Service Library		38,129	
Music Library		100,353	
Paterno Library		2,198	
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION			562,484
SCIENCE AND ENGINEERING DIVISION			
Biological Sciences Library		13,260	
Chemistry Library		10,897	
Engineering Library		30,221	
Geology Library		5,997	
Geoscience (Lamont) Library		3,343	
Mathematics/Science Library		13,000	
Psychology Library		25,594	
TOTAL: SCIENCE AND ENGINEERING DIVISION			102,312
SOCIAL SCIENCE DIVISION			
Business Library		134,955	
Journalism Library		7,038	
Lehman Library		50,452	
Documents Service Center		2,399	
Social Work Library		60,480	
TOTAL: SOCIAL SCIENCE DIVISION			255,324
DISTINCTIVE COLLECTIONS			
Avery-Ware Fine Arts		48,572	
East Asian Library		37,090	
Health Sciences Library		117,853	
Law Library		31,641	
Rare Book Library		12,260	
TOTAL: DISTINCTIVE COLLECTIONS			247,416
TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES:			1,167,536

September 24, 1979

COLUMBIA UNIVERSITY LIBRARIES

September 1979

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1978 TO June 30, 1979

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1978	Total Added	Total Withdrawn	Net Change	June 30, 1979
Humanistic & Historical Studies Div.					
Browsing Room	3,981	———	———	———	3,981
Butler Library					
Central Stacks	1,388,614	24,298	3,272	21,026	1,409,640
Graphic Arts Collection	13,062	184	0	184	13,246
Instructional Library					
Burgess-Carpenter Library	141,240	496	1,439	(943)	140,297
College Library	53,746	103	106	(3)	53,743
Philosophy Library	13,547	101	85	16	13,563
Library Service Library	88,131	2,543	429	2,114	90,245
Music Library	52,853	853	1,221	(368)	52,485
Paterno Library	19,149	235	66	169	19,318
Reference Collection	34,470	1,339	263	1,076	35,546
TOTAL: HUMANISTIC & HISTORICAL STUDIES DIVISION	1,808,793	30,152	6,881	23,271	1,832,064
Science & Engineering Division					
Biological Sciences Library	41,529	1,244	519	725	42,254
Chemistry Library	33,967	1,132	1,147	(15)	33,952
Computer Center Library	312	———	———	———	312
Engineering Library	170,451	2,388	626	1,762	172,213
Geology Library	76,892	1,442	371	1,071	77,963
Geoscience (Lamont) Library	18,365	697	76	621	18,986
Mathematics Library	23,939	720	137	583	24,522
Physics Library	22,614	835	496	339	22,953
Psychology Library	25,645	673	207	466	26,111
Science Library	73,296	680	1,224	(544)	72,752
TOTAL: SCIENCE & ENGINEERING DIV.	487,010	9,811	4,803	5,008	492,018
Social Science Division					
Business Library	316,873	4,588	333	4,255	321,128
Documents Service Center	23,796	11,733	4,198	7,535	31,331
Journalism Library	13,562	247	10	237	13,799
Lehman Library	144,449	15,753	530	15,223	159,672
Social Work Library	103,851	3,045	720	2,325	106,176
TOTAL: SOCIAL SCIENCES DIV.	602,531	35,366	5,791	29,575	632,106
Distinctive Collections					
Avery Library	115,175	2,591	216	2,375	117,550
Fine Arts Library	65,766	2,091	164	1,927	67,693
Ware Library	5,789	966	5	961	6,750
East Asian Library	416,818	10,016	958	9,058	407,760
Health Sciences Library	345,088	7,834	775	7,059	352,147
Law and International Law Library	593,993	13,300	700	12,600	606,593
Rare Book and Manuscript Library	373,646	4,477	101	4,376	378,022
Columbiana	18,082	455	0	455	18,537
TOTAL: DISTINCTIVE COLLECTIONS	1,934,357	41,730	2,919	38,811	1,973,168
TOTAL CHANGE IN SIZE OF COLLECTIONS	4,832,691	117,059	20,394	96,665	4,929,356

September 1979

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1978 - JUNE 30, 1979
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/79	Net Added	6/30/79	Net Added	6/30/79	Net Added	6/30/79	Net Added	6/30/79
Humanistic & Historical Studies Division										
Library Service Library	(14)	546	293	322	--	--	--	--	279	868
Microform Reading Room	1,034	83,629	1,892	143,879	156	59,776	3,056	314,305	6,138	601,589
Music Library	8	911	--	703	--	3,957	--	--	8	5,571
Paterno Library	--	--	--	--	--	--	--	--	--	--
TOTAL: Humanistic & Historical Studies Div.	1,028	85,086	2,185	144,904	156	63,733	3,056	314,305	6,425	608,028
Science & Engineering Div.										
Biological Sciences Lib.	(16)	5	--	--	--	--	--	--	(16)	5
Chemistry Library	487	788	--	--	--	1,403	--	--	487	2,191
Computer Library	--	151	--	--	--	--	--	--	--	151
Engineering Library	711	4,240	50,575	753,264	--	--	--	--	51,286	757,504
Geology Library	--	3	--	--	--	--	--	--	--	3
Geoscience (Lamont) Lib.	--	445	121	681	335	5,152	--	--	456	6,278
Mathematics Library	--	140	--	--	--	--	--	--	--	140
Physics Library	--	31	--	--	--	316	--	--	--	347
Psychology Library	16	95	228	2,188	--	--	--	--	244	2,283
Science Library	--	111	--	--	--	--	--	--	--	111
TOTAL: SCIENCE & ENGINEERING DIVISION	1,198	6,009	50,924	756,133	335	6,871	--	--	52,457	769,013
Social Science Division										
Business Library	221	3,481	5,640	79,341	--	43,122	--	--	5,861	125,944
Documents Service Center	157	943	35,625	108,377	--	--	1,784	194,485	37,566	303,805
Journalism Library	12	1,162	--	--	--	--	--	--	12	1,162
Lehman Library	1,415	12,576	121	78,733	(9)	1,235	--	--	1,527	92,544
Social Work Library	2	13	--	109	--	--	--	--	2	122
TOTAL: SOCIAL SCIENCE DIV.	1,807	18,175	41,386	266,560	(9)	44,357	1,784	194,485	44,968	523,577
Distinctive Collections										
Avery Library	1	149	--	1	--	--	--	--	1	150
Fine Arts Library	--	49	79	79	--	--	--	--	79	128
East Asian Library	518	8,705	--	4,935	--	--	--	--	518	13,640
Health Sciences Library	--	35	117	568	--	--	--	--	117	603
Law Library	133	1,833	2,723	13,629	--	17,000	--	33,200	2,856	65,662
Rare Book & Manuscript Library	5	571	--		--	--	--	--	5	571
Columbiana	--	151	--	--	--	--	--	--	--	151
TOTAL: DISTINCTIVE COLLECTIONS	657	11,493	2,919	19,212	--	17,000	--	33,200	3,576	80,905
TOTAL CHANGE IN SIZE OF COLLECTIONS	4,690	120,763	97,414	1,186,809	482	131,961	4,840	541,990	107,426	1,981,523

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1979

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	4,924,469
Serials titles received	57,388
Microfilms (reels)	120,763
Microtext (physical units, excluding microfilms)	1,860,760
Total microform units	1,981,523

Processing

Volumes added to collections (gross)	116,343
Volumes withdrawn from collections	24,565
Volumes added to collections (net)	91,778
Periodical titles added (gross)	1,138
Other serial titles added (gross)	364
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*Includes several professional positions other than librarians

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Number of professional staff (FTE)*	140
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Students and other hourly workers as FTE	98
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Fringe benefits	1,222,155
Books, journals, and materials	,163,221
Binding (commercial only)	210,454
Other (including office supplies, equipment, and computing costs)	772,459
Total expenditures	$9,923,540

October 3, 1979

COLUMBIA UNIVERSITY LIBRARIES

October 3, 1979

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1978 TO June 30, 1979

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1978	Total Added	Total Withdrawn	Net Change	June 30, 1979
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Graphic Arts Collection	13,062	184	0	184	13,246
Instructional Library					
Burgess-Carpenter Library	141,240	496	1,439	(943)	140,297
College Library	53,746	103	106	(3)	53,743
Philosophy Library	13,547	101	85	16	13,563
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Computer Center Library	312				312
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Fine Arts Library	65,766	2,091	164	1,927	67,693
Ware Library	5,789	966	5	961	6,750
East Asian Library	416,818	10,016	958	9,058	425,876
Health Sciences Library	345,088	7,834	775	7,059	352,147
Law and International Law Library	593,993	12,584	4,871	7,713	601,706
Rare Book and Manuscript Library	373,646	4,477	101	4,376	378,022
Columbiana	18,082	455	0	455	18,537
TOTAL: DISTINCTIVE COLLECTIONS	1,934,357	41,014	7,090	33,924	1,968,281
TOTAL CHANGE IN SIZE OF COLLECTIONS	4,832,691	116,343	24,565	91,778	4,924,469

BOOK ORDER FUNDS
1978-79 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	39 $ 2,984.95	26 $ 6,320.86	3 $30,970.00		1 $ 250.00	$40,525.81
297	13 $ 2,863.83	8 $ 2,458.20	1 $ 5,000.00		2 $172.01	$10,494.04
299				4 $ 1,500.00		$ 1,500.00
425				1 $ 50.00	1 $ 196.54	$ 246.54
429		1 $ 450.00				$ 450.00
482	9 $ 6,885.80	1 $ 1,200.00				$ 8,085.80
483		1 $ 270.00				$ 270.00
484	13 $ 2,977.00					$ 2,977.00
490		1 $2,720.00				$ 2,720.00
497	9 $11,097.95					$11,097.95
533		2 $1,636.22	1 $ 233.47			$ 1,869.69
534	1 $ 198.73	1 $2,430.00			1 $2,122.45	$ 4,751.18
536	3 $ 1,650.00	1 $ 200.00				$ 1,850.00
	87	43	4	5	5	
TOTALS	$28,658.26	$17,685.28	$36,203.47	$1,550.00	$2,741.00	$86,838.01

BOOK ORDER FUNDS
1978-79 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	39 $ 2,984.95	26 $ 6,320.86	3 $30,970.00		1 $ 250.00	$40,525.81
297	13 $ 2,863.83	8 $ 2,458.20	1 $ 5,000.00		2 $172.01	$10,494.04
299				4 $ 1,500.00		$ 1,500.00
425				1 $ 50.00	1 $ 196.54	$ 246.54
429		1 $ 450.00				$ 450.00
482	9 $ 6,885.80	1 $ 1,200.00				$ 8,085.80
483		1 $ 270.00				$ 270.00
484	13 $ 2,977.00					$ 2,977.00
490		1 $2,720.00				$ 2,720.00
497	9 $11,097.95					$11,097.95
533		2 $1,636.22	1 $ 233.47			$ 1,869.69
534	1 $ 198.73	1 $2,430.00			1 $2,122.45	$ 4,751.18
536	3 $ 1,650.00	1 $ 200.00				$ 1,850.00
	87	43	4	5	5	
TOTALS	$28,658.26	$17,685.28	$36,203.47	$1,550.00	$2,741.00	$86,838.01

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date April 23, 1979

To Division and Department Heads

Subject Annual Reports for 1978/79

As you know, the annual report each unit prepares has proven many times to be valuable both as an historical record and as a planning aid. This year, Hat Battin is planning to write an annual report for submission to the Provost by September 1. It is essential therefore that your annual report be completed and sent in two copies to the Planning Office, 309 Butler, no later than July 31.

You may use the structure below and a checklist narrative format if you wish. Where applicable, route one copy through the appropriate Division Head.

1. Summary of the Year's Work

This is the brief narrative record of the year's activities. It should summarize accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- Reference, instructional, and data base services
- Catalog production, catalog maintenance, indexing, and bibliography preparation
- Circulation, reserves, and interlibrary loan
- Monograph and serial collection development, processing, and preservation
- Administration
- Staffing or training
- Physical environment
- Equipment

2. Future Prospects

Here it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The items listed in the Summary of the Year's Work or any other appropriate categories may be used to present these items.

3. Additional Reports

In this section, please include any statistical material, exhibits, or reports which will enhance the annual report. We will coordinate the preparation of the annual circulation and change in size of collections reports separately, so these need not be included.

Sincerely yours,

Jerome Yavarkovsky
Assistant University Librarian
for Planning

Kenneth Lohf
801 Butler Library

6/15/79

KAL: Here are some items you may wish to mention in your annual report.

1. Physical Environment

The Rare Book & Manuscript Library Office renovation to accomodate the Bakhmeteff Archive staff with a work area was completed in mid-summer 1978.

In May of 1979 the stack air conditioning system was finally reconditioned to meet the needs of preserving rare books and manuscripts under reasonably stable temperature, humidity and air filter controls. The coils and fans were cleaned, new filters installed, air flow was increased and balanced in all areas of our stacks. Temperature and air flow have been constant since the work was completed for the first time in over a year.

To alleviate overcrowded ranges on stack 14, the Harper Bros and Greenberg Libraries were shifted to the Publishers' Library cage on stack 15. Also, as large collections arrived during the year, we have been shelving them in ranges along the south wall of stack 14, to avoid having to make massive shifts in the regular alphabetical sequence of collections.

2. Equipment

The operations of the Bakhmeteff Archive were greatly inconvenienced by the lack of a typewriter for the Curator. In May 1978, a typewriter was ordered from IBM to insure its arrival by September when the new Curator arrived. Through a series of errors on IBM's part, the order was lost, mishandled and delayed. The machine which was finally shipped to us was the wrong model. Finally in May 1979, we began all over again with a new order.

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date 15 June 1979

To ~~BRC~~/KAL/Annual Report

Subject the year in review

Statistics

(PRELIMINARY FIGURES - to be revised for 15-30 June)

Manuscripts processed:	963,844
" catalogued:	7,391
Oral History additions:	106
Reader visits:	1639

My sense of the year is that it has been fairly unremarkable, which is not necessarily a bad thing. Acquisitions, processing and readership seem to have been even throughout the year, unlike some years of protracted heavy floods of readers, new materials or both. With the completion of various Steffens projects and the near-completion of Abzug, I feel that my usual backlog is easing a bit. There have been no noticeable readership trends or problems, other than the usual complement of cranks and primadonnas.

We continue to be graced with fine supporting personnel; PMW, new this year, does an excellent job and eases the working of the department.

The problems are the same old song. Space and general environs in critical condition. Hassles over typewriters and copying-machine repair have been annoying. Stack climate conditions are usually appalling, and new growths of mold on John Jay Papers and elsewhere have been noticed. It would be nice to be able to do more repair and preservation of disintegrating documents. I am quite pleased, so far, with results of the occasional encapsulation that I do.

Those are my opinions; those of the readers, when expressed, are generally quite laudatory (except for the ones who want us to rearrange Butler Collection chronologically for them, and the genuine nut cases.)

1978/ BOOK ORDER FUNDS
1978-79 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	39 $2,724.77	14 $6,320.60	3 $30,970.00		1 $250.00	$40,525.37
297	15 $2,663.82	8 $2,458.20	1 $5,000.00		2 $172.01	$10,494.04
299				4 $1,500.00		$1,500.00
425				1 $50.00	1 $196.54	$246.54
429		1 $450.00				$450.00
450						
482	9 $6,225.60	1 $1,240.00				$7,465.60
483		1 $270.00				$270.00
484	13 $1,977.00					$1,977.00
490		1 $2,720.00				$2,720.00
497	9 $11,097.95					$11,097.95
533		2 $1,636.22	1 $233.47			$1,869.69
534	1 $198.73	1 $2,430.00			1 $2,122.45	$4,751.18
536	3 $1,650.00	1 $200.00				$1,850.00
	(87)	(43)	(4)	(5)	(5)	
TOTALS	$28,658.26	$17,685.28	$36,203.47	$1,550.00	$2,741.00	$86,836.01

General Fund

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	8 $535.95	7 Fishbank Burroughs $3,095.86				$ 3,631.81
August	4 $ 48.00					$ 48.00
September	4 $172.50		2 Ginsberg Archive $4,070.00			$ 4,242.50
October	9 $ 781.00	13 $1,250.00			1 $250.00	$ 2,281.00
November	4 $ 432.50	6 $1,975.00				$ 2,407.50
December	1 $ 190.00					$ 190.00
January	3 $ 405.00					$ 405.00
February						—
March	3 $ 220.00					$ 220.00
April						—
May	6 $ 200.00		1 $26.900.00			$27,100.00
June						
	54	24	3		1	
	2,984.95	5,320.86	30,970.00		250.00	40,525.81

Abbreviation: $14,235.

Duplicates

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						—
August						—
September						—
October		2 Hunter Mss $1,300.00				$ 1,300.00
November						—
December	1 Jones $ 300.00	1 Taylor $ 150.00				$ 450.00
January	2 Sept $ 792.83	1 $ 111.30				$ 904.13
February	3 Barker Etc. Anderson $ 800.00	1 Mississippi $ 610.82			1 Broadside Mississippi $ 70.91	$1,481.73
March	7 Mississippi $ 971.00	3 $ 286.08			1-King watercolors $101.10	$1,358.18
April						—
May			1 Faulkner $5,000.00			$5,000.00
June						—
	13	8	1		2	
	2,[illegible]	2,[illegible]	5,000.00		[illegible]	[illegible]

$10,857 (up to 2/7/79)

Balance in Fund 6/30/78: $6,340 (incl. $1,150 Armstrong grant)

Appraisals

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						—
August						—
September						—
October						—
November				1 $ 750.00		$ 750.00
December						—
January				1 $ 175.00		$ 175.00
February						—
March				1. $ 225.00		$ 225.00
April						—
May				1 $ 350.00		$ 350.00
June						—
				4		
				1,500.00		1500.00

Allocation: $1,100 (minus $300 from 1977/78)

1978/79	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October					1 Fr. & Scott $ 196.54	$ 196.54
November						—
December						—
January						—
February						—
March						—
April						—
May				1 $ 50.00		$ 50.00
June						—
				50.00	196.54	246.54

Allocation: $2,000

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July		1 $ 450.00				$ 450.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
						$450

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	7 * $ 6,410.80	1 Casom. $ 1,200.00	Bainbridge Kepler (2)			$ 7, 610.80
August	1 Ullm. $ 275.00					$ 275.00
September						—
October						—
November						—
Decmeber						—
January	1 Meyer $ 200.00					$ 200.00
February						—
March						—
April						—
May						—
June						—
	9	1				
	6,885.80	1,200.00				8,085.80

Allocation: $8,259.

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July		1 Receipt $ 270.00				$ 270.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
		1				
		270.00				#270

Allocation: #270

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	5 Dickens $2,420.00					$ 2,420.00
August						—
September	2 Sophocles $ 195.00					$ 195.00
October						—
November	5 $ 262.00					$ 262.00
December	1 Swift $ 100.00					$ 100.00
January						—
February						—
March						—
April						—
May						
June						—
	12					
	2,977.00					2,977.00

Allocation: #2,961. + #140.60 credit

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July		1 Burroughs $2,720.00				$ 2,720.00
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
		1				
		$2,720.00				$2720

Allocation: $2,720

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	9 $11,097.95					$11,097.95
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
						$11,097.95

Allocation: $10,778. + $443.68 credit

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July		2 Masefield $1,636.22	1 masefield $ 233.47			$ 1,869.69
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
		2	1			
		1636.22	233.47			1869.69

534
Friends Endowment

1978/79	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July					1 King Water Colors $2,122.45	$ 2,122.45
August	1 $198.73					$ 198.73
September						—
October		1 Hunecker $2,430.00				$ 2,430.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	1	1			1	
	198.73	2,430.00			2,122.45	4,751.18

Allocation $4,729.

1978/79	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	2 $ 900.00					$ 900.00
August						—
September	1 Thalwille $750.00					$ 750.00
October		1 Norris $ 200.00				$ 200.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	3	1				
	1650.00	200.00				1,850.00

Allocation: $1,882.

BOOK FUNDS

July 1978

FUND	BOOKS	INCS.	ETC
293	1) 175. (Broughton) 1,90. 5. 5. 5) 200. (Hughes) 50. 17) 52. 19) 8.95 = $ 535.95	1) £35. (Lucas) £1,450. (Burroughs)* £18. £35. £175. (Burroughs) 5) £600. (Trent) = £853. (ca. $1645.85) = $1450. = $ 3095.80 535.95 $ 3631.85	
429		1) 450. (Burroughs)*	
482	1) 1,769.92 (Abraham and Esso) 600. (Thornton) 850. (Faber) 150. (Pulse) 1,700. (Kepler) 270. (Kenneth) 25) £400. (Kepler) = £405. (ca $771.60) + $5639. =	1) 1,200. (Gemini) $ 7410.80 1200.00 $ 7610.80	
482		1) 270. (Burroughs)*	
484	1) 300. (Harlow) 170. (Smith) 100. (Nicholas) 50. (Ware) 200. (Weinman) =	$ 2425.00	
490		1) 2,720. (Burroughs)*	
497	1) 260. (Singleton) £52. (Singleton Trust) 1) 90. (Dunn Scott) 1,093.64 (Wolfington) 1,989. (Publicity) 2,850. (Trudeman) 1,490. (Thomas Agency) 500. (Hale) 20) £250. (Crystal)	£500. (ca $964.79) = $ 11,077.45	
532		1) £31. $ 72.50. £21. (Trudeman) (ca $117.78, $1510.42, $242.97) = $1882.67	$ 1000.00 1882.67 $ 2882.67
536	1) 720. (Thorn) 200. (Hamond)	$ 1,920.00	

BOOK FUNDS

August 1978

FUND	BOOKS	MSS.	ET AL
293	24) 20., 5., 10. 29) 13. = £ 48.00		
482	28) 275. (Ullmann)		
534	14) £100.00 (Masefield)		

BOOK FUNDS

September 1978

Fund	Books	Misc	etc
293	8) 75.✓ 50.✓ 12.50✓ 12) 35.✓ = $172.50	13) 815.✓ (Ginsberg archive) 14) 3,255.✓ (Corso) = $4,070.00 = $4,242.50	
484	12) 75.✓ 20) 120.✓ (Sepheches) = $195.00		
536	6) 750.✓ (Melville)		

BOOK FUNDS (£ = $ in monthly statement)

October 1978

FUND	Books	Mss.	et al
293	15) 25.✓ 19) 450.✓ (Hunter) 20) 75.✓ (not confirmed - Essick) 23) 20., 40.; £ 30. £ 30, £ 8.✓ 31) 35. = $781.00	31) $ 1,250.00 (Berridan, 13 vols.) = $2281.00	31) $ 250.00 (Corso portrait)
297		2) 300. (Humeker) 13) 1,000. (Morris) = $1,300.00	
425			11) $ 196.54 Post & ins.
534		2) $ 2430. (Humeker)	
536		17) $ 200. (Morris)	

BOOK FUNDS

November 1978

Fund	Books	Mss	et al
293	14) 25., 7.50 17) 25 (Not confirmed) 21) 375. (Stein) = $ 432.50	(Wheelock) 29) 500., 350., 300., 350., 225., 250. (T. Williams) = $1775.00	
		= $2207.50	
299			30) 750.00 Auerbach
484	14) 15., 120., 18., 70., 40. = $ 263.00		

BOOK FUNDS

Dec. 1976

Fund	Books	Mss	et al
293	28) 190. (Wakeman)		
297	19) 300. (Dorne)	11 150 (Auden)	= 450.00
484	1) 100. (Simpson)		

BOOK FUNDS
January 1979

Fund	Books	Mss.	et al
293	8) 65.✓, 165.✓ (Macaulay) 175.✓ (Macaulay) = $405.00		
297	6) 550.82✓ (Beyer) 22) LESS. ($242.83) = $ 112.63 111.30 $ 904.13	22) LESS.✓ ($111.30)	
299		10) 175. (Auerbach - appraisal)	
482	6) 200.✓ (Beyer)*	WITH 297	

BOOK FUNDS

February 1979

Fund	Books	Mss	et al
297	2) 250. (Barker) ✓ 500. (Anderson) ✓ 5) 50. ✓ = $ 800.00 = 1481.73	5) ~~300.~~ ✓ (a $600.) = $610.82	27) 35. ✓ Masofried Broadside $70.91

BOOK FUNDS
March 1979

Fund	Books	Mss	et al
293	7) 20., 50. 19) 150. (Buffier) = $220.00		
297	28) 50 (Lely) 20 (Alcott) 185 (williams) 535 (Mansfield) 50 (Nemerov) 35 (Nemerov) 96 (Moran) =$971.03 ①	20) £38. (Masefield) £35. (Dickenson) 28) 135 (Patmore) =286.08 12) 225. Auerbach	12) £48.84 =101.10 (Riley watercolors)
299			

£38 = $178.64
£35 = $72.44

① 971.00
286.08
101.10

BOOK FUNDS
April 1979

BOOK FUNDS

May 1979

Fund	Books	Mss. et al
293	3) 64., 42. 11) 7. 11) 60. 15) 7. ~~25) 600. (Brownig)~~ *** ~~$600.00~~ 200.00	7) 26,900. (Trilling) ** = $27,100.00
297		7) 5,000 (Trilling) ** [+ $26,900 : "293"]
299		24) 350. Auerbach app.
425		25) 50. Auerbach app.
484	25) ~~3,080.00~~ Brownig ***	

*** Brownig $3,080.00 484
600.00 293
25 May 79 3,680.00

BOOK FUNDS

June 1979

Fund	Books	Mss	et al